Could-Be Business Process Model Focus Group
Vendor Information Management
February 16, 2006   8:00 to Noon

AGENDA

1. Welcome and introductions		8:00	Kathy

2. Finalize as-is vendor information management model:
  – Updated process scope and objectives (see next page)
  – Updated As-Is model and components
		8:10	Eclipse

3. Discuss and expand ideas for **Bold Change**
"Fundamental rethinking and redesign of business processes to achieve dramatic improvements in critical contemporary measures of performances such as quality, service and speed."
  – Examples of Vendor Information Management **Bold Change** ideas
    1. Single source for vendor data for potential and actual vendors
    2. Self-service electronic vendor registration
    3. Centralized management of vendor status and performance
    4. Integration and data sharing with other vendor data sources such as the Internet Master Business License Application (IMBA) process, the IRS, OMWBE, OFAC, licensing databases, etc.)
		8:40	Eclipse

4. Begin laying out *The Could-Be Model*		9:00	Eclipse
BREAK		10:00	
5. Continue to lay out *The Could-Be Model*		10:15	Eclipse

6. Discuss implications of the could-be model
  – What policy changes would be needed?
  – What data standards might be helpful?
  – What other implementation challenges do you foresee?
		11:15	Susan

7. Next steps
  – Assignments
  – Combined follow-up #1, 3/22, 8 am, Labor & Industries - Room 117
  – Combined follow-up #2, 3/30, 8 am, Labor & Industries - Room 117
  – Process check – How can we improve for future modeling sessions?
		11:45	Kathy

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Process Scope

Vendor information management is the process of managing information about vendors who currently do business with the state, or want to in the future. The process includes registration of new vendors and maintenance of registration information, including vendor status and performance history. Vendors include potential bidders and subgrant applicants as well as actual contractors and any other businesses or persons that will be receiving payment through the state's accounts payable system.

Business Process Objectives

- Make it easy for businesses, organizations, and individuals to register to do business with the state
- Maintain current and accurate information about the state's vendors
- Enable consolidated vendor reporting across the enterprise (e.g. 1099 reporting, strategic sourcing, grant disbursements)
- Enable centralized management of vendor status and performance history (e.g. debarment, insurance, and bonds, etc.)
- Identify pools of potential contractors for procurement and subgrants so they can be notified of bid and subgrant opportunities that may be of interest to them
- Establish the appropriate level of authentication/trust needed for the type of business that will be conducted (e.g. view bid or subgrant opportunities, receive payments, or conduct eCommerce business transactions such as managing on-line catalogs and submitting bids/proposals, grant applications, progress reports, and payment requests)

Handouts:

1. Updated as-is process model
2. Updated components list
3. Compiled agency variances surveys
4. Draft list of problems and opportunities
5. Vendor information management best practices summary